

~~SECRET~~D R A F T~~CONFIDENTIAL~~

## FOREIGN LANGUAGE COMPETENCE AND AREA KNOWLEDGE OF STAFF PERSONNEL

1. Collection of intelligence information, production of national intelligence, preparation of intelligence estimates, successful completion of many of the special tasks assigned this Agency, all require communication with and understanding of foreign peoples. The work of this Agency will continue to demand greater foreign language competence and area knowledge of an ever increasing number of its personnel.

2. It is important, therefore, that an adequate number of otherwise competent and experienced Agency personnel acquire these additional skills so that in the future we will have <sup>a sufficient number of</sup> enough qualified personnel to fill each job which can be done <sup>best only</sup> ~~better~~ by an individual having distinct language or area competence. This not only will improve the professional capabilities of the Agency but also will minimize some problems of personnel management.

3. A program must be initiated now for the orderly attainment of this objective during the next ten years. Qualifications standards for each T/O position must be developed before ~~the number of personnel having particular combinations~~ <sup>required to have</sup> the number of personnel ~~can be ascertained with real accuracy.~~ and levels of language and area competence ~~can be ascertained with real accuracy.~~

4. Accordingly, each addressee is responsible to develop and promulgate qualification standards relative to area and language knowledge and competence required for each position under his cognizance. The Assistant Director for Personnel will assist each major component in this undertaking.

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5. Qualifications standards will be coordinated with the Director of Training who will be responsible for planning ways and means of satisfying requirements for training staff personnel to indicated levels of competence.

6. Each major component will develop in cooperation with the Director of Training, a plan for attainment of the objectives of this program.

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